

**CITY OF MISHAWAKA, BOARD OF PARKS & RECREATION  
MINUTES OF THE MEETING**

**DATE:** May 9, 2011

**TIME:** 4:30 p.m.

**PLACE:** Battell Center Community Room

**PRESENT:** Reg Wagle, John Coppens, Carolyn Teeter, Bob Shriner, Ellen West and Mike Bergin

**ALSO PRESENT:** Mike Faulkner, Carmen Maes, George Fowler, Rick Frye, Joe VanNevel, Rick Springer and Michelle Wotring

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Board President, Mr. Wagle, called the regularly scheduled meeting to order at 4:30 p.m. The Pledge of Allegiance was recited. Mr. Wagle then called for approval of the minutes from the April 11<sup>th</sup> and April 25<sup>th</sup> meetings. Mrs. Teeter moved to approve the minutes as presented, and Mr. Bergin seconded her motion. The motion carried unanimously.

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**OLD BUSINESS:**  
None at this time.

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**NEW BUSINESS:**

The Children's Campus (TCC) submitted a request to renew their prior approved rate of \$1.00 per person to use the pool during the summer for another 5 years (until 2015). Mrs. Teeter moved to approve the request with the stipulation that if there were any concerns that arose with TCC's use, the Board would review the situation and have the opportunity to rescind the approval. Mr. Coppens seconded the motion with the stipulation. The motion carried unanimously.

The Children's Campus (TCC) submitted a request to renew their prior approved use of Central Park's softball field during the summer for another 5 years (until 2015). Mr. Coppens moved to approve the request with the stipulation that if TCC's use would conflict with the Park Adult Softball Leagues at any time in the future, the Board would be able to rescind the approval to allow Park Leagues priority use of the field. Mrs. Teeter seconded the motion with the stipulation. The motion carried unanimously.

Mrs. Wotring, Office Manager for the Department, requested payment approval of claims for the Parks & Recreation Department as listed below:

<u>Docket Number</u>	<u>Amount</u>
1100152	\$21,087.26
1100154	\$196.50

Mrs. Teeter moved to approve the claims as presented on the above docket. Mrs. West seconded the motion. The motion carried unanimously.

Donations for the month of April totaled \$1,204.66. Mrs. Teeter moved to approve the donations as presented, and Mrs. West seconded the motion. The motion carried unanimously.

Mr. Faulkner requested acceptance from the Board of his letter of resignation. He indicated it was a bittersweet decision. The search for a new superintendent will be nation-wide and the Department had plenty of time to find the best possible candidate (until July 1). Mrs. Teeter moved to accept Mr. Faulkner's resignation and Mr. Shriner seconded it. The motion carried unanimously.

Mr. Faulkner requested approval to have Tom Klaer act as interim superintendent to help with the load the Department was experiencing, especially with the increase of youth programming and Ms. Maes' plate being full. Mrs. Teeter moved to approve the request and Mr. Bergin seconded it. The motion carried unanimously.

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## MONTHLY REPORTS

Mr. Faulkner provided the Capital Improvements plan to the Board and gave a brief overview of its contents. He encouraged the Board to review it. He also indicated that the pool liner leak issues were to be reviewed by Natarre but that the situation would probably not be resolved before Summerfest.

Ms. Maes reported the recreational activities for the Department which included putting in place the Day Camp team members, scheduling *Let's Move Mishawaka* classes, hosting an Easter Dinner at Castle Manor, and being recertified in First Aid/CPR/AED. Discussed 4<sup>th</sup> of July Fireworks and sponsor search for same.

Mr. Frye presented the Board with the Pro Shop activities. Due to many lost days of play to rain and flooding, our revenue was significantly down from prior years by nearly 50%.

Mr. Fowler reported that wet weather conditions contributed to down time and debris clean up. Other activities included normal maintenance: mowing, trimming, fertilizing, and spraying greens for disease. Mr. Fowler indicated that drainage lines installed in the 2010 project appeared to be working well. Additional drainage projects were in store for 2011 yet.

Mr. VanNevel informed the Board that the ice rink shut down had been completed, pool supplies were ordered for the season, seasonal employees were hired, and CPR and First Aid Training courses attended. Pool prep of cleaning and painting the "baby" pool had also been completed.

Mr. Springer discussed the Landscape division accomplishments in April. These included cutting of ornamental grasses, cleaning out flower beds, fertilizing with crabgrass preventer, assisting volunteers from Vineyard Church at Kate's Garden and hosting Arbor Day at Rose Park. Mr. Springer also provided some statistics on street trees, indicating that 40% of them were maple and 20% were flowering pears. He concluded his report with another statistic - that Mrs. Sally Shriner had been volunteering her classes for the past 14 years to clean up Battell Park and Rock Garden areas. Mr. Springer asked the Board to think about giving some sort of recognition for her dedication to our parks prior to her retiring as a teacher.

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Mr. Wagle then called for additional questions and/or comments from any others present at the Board meeting. As there were no further questions or comments to be made, Mr. Bergin moved to adjourn the meeting and Mrs. Teeter seconded the motion. The motion carried unanimously.

Meeting was adjourned at 5:23 p.m.

Submitted for Approval to the Board

Michelle L. Wotring  
Office Manager, Parks & Recreation

Approved: \_\_\_\_\_

Carolyn Teeter, Board Secretary